

**MINUTES OF THE
VINEYARD TOWN COUNCIL MEETING
JOINT SESSION WITH VINEYARD PLANNING COMMISSION
Vineyard Town Hall, 240 East Gammon Road, Vineyard, Utah
February 22, 2012**

PRESENT – Town Council:

Mayor Randy Farnworth
Councilmember Sean Fernandez
Councilmember Jeff Gillespie
Councilmember Norm Holdaway
Councilmember Nate Riley

ABSENT:

PRESENT – Planning Commission:

Commission Chair Tyler Bergen
Commissioner Wayne Holdaway
Commissioner Dave Robins
Commissioner Kelly Wixom

Staff Present: Water Operator Sullivan Love, Engineer Don Overson, Town Attorney David Church, Town Clerk/Recorder Dan Wright, Deputy Recorder Debra Cullimore.

Others Present: Ed Grampp and Stewart Park of Anderson Development.

The Vineyard Town Council held a Regular Meeting in a Joint Session with the Vineyard Planning Commission on Wednesday, February 8, 2012, beginning at 7:00 p.m. The invocation was offered by Sean Fernandez.

Regular Session – The meeting was called to order at 7:00 p.m.

MINUTES REVIEW AND APPROVAL –

COUNCILMEMBER RILEY MOVED TO APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 8, 2012. COUNCILMEMBER FERNANDEZ SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED UNANIMOUSLY.

PLANNING COMMISSION UPDATE AND RECOMMENDATIONS TO THE COUNCIL - *Planning Commission Liaison Norman Holdaway*

Councilmember Holdaway had no new business to forward to the Council from the Planning Commission.

STAFF REPORTS -

Planner, Jim Carter – Logan Simpson Design – Mr. Carter was not present at the meeting.

Engineer, Don Overson – JUB Engineers – Mr. Overson reported that he will be out of the office for several weeks. He introduced Todd Train to the Council and explained that Mr. Train will be available to work with Vineyard as necessary during Mr. Overson's absence. He noted that Mr. Train is a member the team assigned to work on Vineyard RDA projects and is aware of the status of Vineyard projects.

Mr. Overson also reported on the status of CUP projects, including installation of the 60 inch water line and storage facilities which will include 2 million gallons of storage for Vineyard. Current plans are to locate the storage facility in the vicinity of Saratoga Springs.

Mr. Overson went on to report on Impact Fee reimbursements to the General Fund from development in the Lakes at Sleepy Ridge Subdivision. He clarified that General Fund revenue was used to construct infrastructure, and that impact fees charged for development should be used to repay the General Fund for those expenditures. Mr. Overson also reviewed reimbursement to the General Fund from the RDA for a portion of engineering costs which have been paid by the General Fund.

Water Operator Technician – Sullivan Love – Mr. Love reported that he is working with Kiewit to resolve cleanup of the sewer system which is the result of the contractor illegally dumping into inactive portions of the sewer system.

Attorney – David Church – Mr. Church recommended that the Council enter into an Executive Session at the conclusion of agenda items in order to discuss pending or reasonably imminent litigation and personnel issues.

Utah County Sheriff's Department – A representative of the Sheriff's Department was not present at the meeting.

BUSINESS ITEMS –

5.1 Discussion – Open and Public Meetings Training - Town Attorney, David Church, will present annual training on Open and Public Meeting procedures and requirements. This training will be attended by the Town Council as well as members of the Planning Commission. This training is provided annually pursuant to Section 52-4-104 of the Utah State Code.

Mayor Farnworth suggested that the Council take the Audit Presentation at this time to accommodate James Gilbert of Gilbert and Stewart.

COUNCILMEMBER FERNANDEZ MOVED TO TAKE AGENDA ITEM 5.2 AT THIS TIME.
COUNCILMEMBER RILEY SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR.
THE MOTION CARRIED.

Audit Presentation – Mr. Gilbert reported that the Town has received an unqualified clean opinion of financials, as reflected on page 1 and 1a. He also reviewed the financial summary and analysis found on pages 2-6, and financial statements including net assets and governmental activities located on page 7 of the audit report. Page 8 includes a full accrual of income, statement of activities, statement of cash flow, and balance sheet by fund.

Mr. Gilbert went on to review specific findings of the audit report. He reviewed loans due from other funds to the General Fund, noting that the Water and Sewer funds have borrowed from the General Fund to complete infrastructure projects. The Council has the option to repay those loans at any time in the future or to structure a permanent transfer rather than repay the loans.

Findings also include segregation of duties. Mr. Gilbert noted that with limited staffing, segregation of duties will likely continue to be a finding of note in the coming years. Other findings include an excess in General Fund balance, late reporting of building permits on one occasions, and a small budget overage in the sanitation department.

Mayor Farnworth called for further comments or discussion from the Council. Hearing none, he called for a motion.

COUNCILMEMBER GILLESPIE MOVED TO APPROVE THE 2010-2011 FINANCIAL STATEMENT AND AUDIT REPORT AS PRESENTED. COUNCILMEMBER RILEY SECONDED THE MOTION. ALL PESENT VOTED IN FAVOR. THE MOTION CARRIED UNANIMOUSLY.

Open and Public Meetings Annual Training – Town Attorney, David Church, presented required annual training on the Open and Public Meetings Act to members of the Town Council and Planning Commission. Mr. Church reviewed elements of the Open and Public Meetings Act, including;

- constitution of a quorum
- convening of a meeting
- noticing requirements
- written minutes requirements
- audio recording requirements
- motions
- public comment record
- requirement to establish an annual meeting schedule
- special meetings
- executive session requirements and procedures
- adoption of rules of procedure

This training will be repeated annually as required by Utah State Law.

5.2 Discussion and Action – Audit Presentation – Gilbert and Stewart, contract auditors for the Town of Vineyard, will present the annual financial audit report for fiscal year 2010-2011 for consideration and possible approval by the Council.

This agenda items was addressed earlier in the meeting.

OPEN SESSION – Citizen Comments

Mayor Farnworth called for comments from the audience. There was no public comment.

COUNCILMEMBER'S REPORTS –

Councilmember Riley – Councilmember Riley had no items to report.

Councilmember Holdaway – Councilmember Holdaway had no items to report.

Councilmember Gillespie – Councilmember Gillespie reported on installation of signage at Utah Lake regarding discharge of firearms. Existing signage states that firearms are not permitted on the lake shore area. New signage indicates that discharge of firearms is not permitted. Additional signage will be installed in the Sleepy Ridge subdivision to identify Lake View Drive.

Councilmember Fernandez – Councilmember Fernandez requested that the Council consider purchase of computer and server equipment during the March 14, 2012 meeting. Mayor Farnworth noted that the Council also needs to address purchase of accounting software at the next Council meeting.

MAYOR'S REPORT – Mayor Farnworth reported that a representative of the Utah Lake Commission would like to attend a future Council meeting and give a presentation regarding the Commission. Staff will coordinate with the Utah Lake Commission to schedule the presentation.

Mayor Farnworth also discussed response to the curbside recycling services survey, and requested that it be addressed as an agenda item at a future meeting. Councilmember Fernandez suggested that residents be invited to the meeting to give input and ask questions. The meeting will be publicized in the Town newsletter.

ADJOURNMENT TO VINEYARD EXECUTIVE SESSION –

COUNCILMEMBER FERNANDEZ MOVED TO ENTER INTO AN EXECUTIVE SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION AND TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL IN COMPLIANCE WITH USC 52-4-205 AT 8:05 P.M. COUNCILMEMBER RILEY SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT –

The Vineyard Town Council meeting was adjourned by consensus at the conclusion of the Executive Session. The next regular Town Council meeting will be held Wednesday, March 14, 2012.

MINUTES APPROVED ON – March 14, 2012

CERTIFIED CORRECT BY _____
DEBRA CULLIMORE, DEPUTY RECORDER